Citing and Referencing Sources in Academic Writing

Introduction

Whether you are writing an essay set by your tutor or presenting the findings of your own research project, you will need to refer to the work of other people. You must include information about these sources, both in the body of your writing and as a list at the end of your assignment.

You must include this information to:

- Demonstrate that you have read widely around the subject and, therefore, have a good understanding of it
- Show how you have researched the work of others to form and develop your own ideas
- Provide evidence for and support your arguments with appropriate theories, research and practice
- Allow your tutor to check your sources and compare your ideas with the evidence that you have used to support your ideas and arguments
- Give appropriate credit to the people who wrote or produced the information and ideas you are using
- Avoid accusations that you have copied someone else's work (plagiarism).

There are several different systems for citing and referencing sources, but one of the most widely used is the **Harvard referencing system**. Under this system, you must:

- Give the name(s) of the author(s) and the year their work was published at the relevant point in the body of the text. This is known as an **in-text citation**.
- At the end of your essay or paper, provide a **reference list** of all the sources you cited. This list must include the name(s) of the author(s), the publication date and the title of the source, plus a range of other details that vary depending on the type of source used.

This guide demonstrates how to correctly cite and reference different types of source material in your academic writing.

Although your study materials for this course are fully researched and accurate, they are not recognised as published works and you should not reference them in your assignments.

In-text citations

Wherever you refer to the work of others, use information from another source to provide evidence or support for an argument, or quote someone else's work, you must include a **citation**.

A citation provides the surname(s) of the author(s) and the year their work was published. You must include citations in the body of your text at the point where you use or draw on that source.

The format of an in-text citation depends on the following:

- Whether or not you refer to the author(s) by name in your text
- The number of authors
- Whether you quote directly from the source or paraphrase.

Referring to the author by name

When you refer to the author by name in your text, insert the year the source was published in brackets immediately after the name:

> Jamieson (2019) suggests, however, that several key questions remain.

If you do not refer to the author by name, insert their name and the year of publication in brackets after you have summarised the point they made:

> It has been suggested that several key questions remain (Jamieson, 2019).

More than one author

If a source has more than one author, you must cite the names of each author in the order they are given in the original work:

2 authors	(Miller and Krystowski, 2018)
3 authors	(Jones, Nwachukwu and Read, 2020)
4 or more authors	(Keeler *et al.*, 2019)

If there are four or more authors, give only the name of the first author listed in the source followed by *et al.* (abbreviated from the Latin *et alia*, which means 'and others').

Unknown author

Sometimes you will not know the name(s) of the author(s) for your sources. This may happen if you refer to government papers, press releases, websites, podcasts, instruction manuals etc.

If you know the name of the organisation responsible for the source, use that instead:

> In response, the UK government called for evidence regarding the role of biomass in reducing carbon emissions (Great Britain, Department for Business, Energy & Industrial Strategy, 2021).

> In April 2021, the UK and the US governments, and the European Union, all announced plans to accelerate their respective targets to cut carbon emissions (BBC News, 2021).

If you do not know the name(s) of either the organisation or the author(s), use the title of the source in italics:

> Comparative reviews have shown how nursing practices have been improved, not just over decades but over recent years too (*Nursing in the UK*, 2019).

Quotations

If you quote directly from a source, you must clearly mark it as a direct quotation in your text by surrounding it in **double speech marks**. To keep within the word count limits of your assignments, avoid using lengthy quotations; use short quotations of no more than two or three sentences.

When you use a quotation, you must:

- Give the name(s) of the author(s)
- Include the year of publication
- Include a page reference (if the source is a book).

For example:

> But, as Schama (2002, p.69) points out "the retrospective eulogy of Burke as the personification of English nature… is very much the recollection of [an] older Romantic conservative".

Use a single 'p.' when all of the quotation is on one page.

Use 'pp.' when the quotation is spread across more than one page (e.g. pp. 12-13).

Quotations from websites

If you quote text directly from a website, you do not need to include a page number in your in-text citation, but you must include the name(s) of the author(s) and the year of publication:

> "The voyage [of the Beagle], which lasted five years, was the key formative event in Darwin's life" (Desmond, Moore and Browne, 2015).

If you do not know the name(s) of the author(s), use the title of the webpage or article (in italics) instead. If it is a long title, you can use just the first few words:

> It is widely accepted that Newton's *Philosophae Naturalis Principia Mathematica* "set the stage for modern studies of both maths and physics" (*The 50 most influential books*, 2017).

In the reference list at the end of the assignment, you should then use the full name of the webpage or article in place of the name(s) of the author(s).

If you cannot find a publication date for the article, use (n.d.), which is short for 'no date':

> "Every aspect of the world today – even politics and international relations – is affected by chemistry" (Pauling, n.d.)

Quotations from e-books

Page numbering on e-reader devices, such as the Amazon Kindle, is not consistent and will vary between devices. Many devices provide a location reference, so you can use this instead:

> As Garret notes, "From the time of Copernicus (in the 1500s) onwards, astronomers could work out the distances between the planets and the Sun relative to the Earth.... But they couldn't work out the actual distances" (2018, loc. 4406).

If your e-reader does not provide location information, use the title of the section to help readers find the quotation.

Quotations from videos

You can quote directly from video material, such as YouTube content, as long as you provide an in-text citation. Instead of a page number, you should provide a timestamp to show where the passage you are quoting from starts:

> "Pedagogy is the theory, method and philosophy of teaching, but strictly speaking it only refers to the teaching of children" (*What is Pedagogy? | 4 Essential Learning Theories*, 2020, 00:00:39).

Notice in the example above that we have given the title of the video (in italics) rather than the name of the author. This is because, in this case, we don't know if the presenter is also the author.

Paraphrasing

When you paraphrase the words of an author rather than quote them directly, you must still provide an in-text citation. The citation should follow the same rules as a quotation:

- Give the name(s) of the author(s)
- Include the year of publication
- Include a page reference (if the source is a book).

For example:

> Following Moule (2012, p.26), we can say that new technologies have given us fast and convenient ways to solve everyday problems, such as becoming more aware of our own health because of fitness apps on our smartphones.

Captioning images

If you reproduce an image, diagram or table from another source in your work, you should give the title of that image, diagram, table etc. followed by the in-text citation.

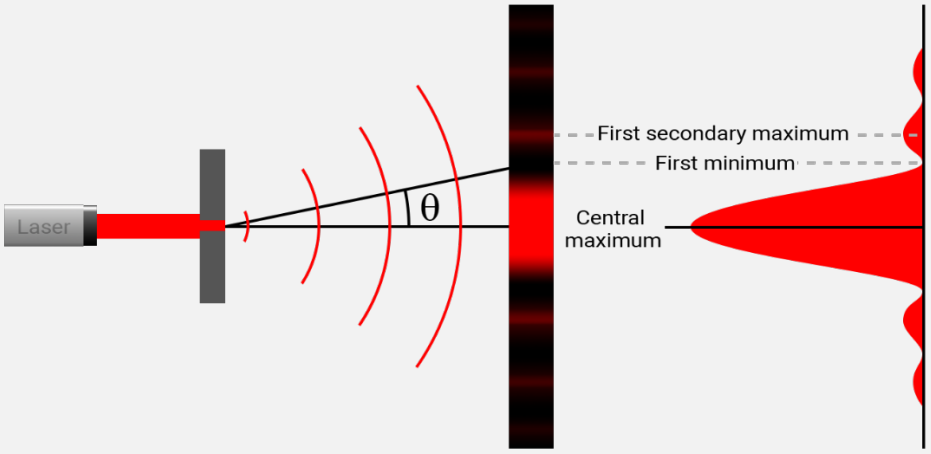

Figure 3: Diffraction of monochromatic light though a small aperture (*OpticsOnline.com*, 2021)

The example above is taken from a website with an unknown author, so the citation uses the name of the website instead of the author's name and puts it in italics. If you know who the author is, use their name.

Summary

Whenever you draw on, quote from, or use the work of others in your assignments, you must include an in-text citation.

The citation must be placed inside round brackets and give the name(s) of the author(s) and the date of publication. If you are quoting directly from the source, paraphrasing, or reproducing visual content from a source, you should also include a page reference if you can.

The information you provide in an in-text citation will allow a reader to find the full details of the source in the **reference list**, which you must include at the end of your assignment.

Creating a reference list

A reference list is a list of all the sources you have cited in your assignment.

- The reference list goes at the end of your assignment and must be in alphabetical order of the authors' surnames.
- All references must include the name(s) of the author(s), the year of publication and the full title of the source. Depending on the type of source material, you must include additional information, such as the name of the publisher for books, or the date that you accessed the information for online sources.

The following section describes how to present references for different types of source material.

Books (hardcopy)

One author

Format:	Surname, Initials. (Year) *Title*. Place of publication: Publisher's name.
Example:	Young, A. (2016) *Place and purpose: key issues in urban planning*. Edinburgh: Patterson.

Two authors

Format:	Surname, Initials. and Surname, Initials. (Year) *Title*. Place of publication: Publisher's name.
Example:	Xi, L. and Abouye, R.J. (2019) *Role play techniques in practical training environments*. London: Weston Highfield.

More than two authors

Format:	Surname, Initials., Surname, Initials. and Surname, Initials. (Year) *Title*. Place of publication: Publisher's name.
Example:	Ryan, S., Whittington, P.T., Eckhart, J.S. and Voronina, V. (2016) *Creative writing in early years education*. New York: Bayson.

When you reference a work by multiple authors, you must list all of the authors in the same order as they appear in the source. Do not use et al. to shorten the reference list.

Chapter in an edited book

If your source is a chapter in a collection of edited works, you must include the title of the chapter and a page reference, along with the name(s) of the book's editor(s).

Format:	Surname, Initials. (Year) 'Title of chapter', in Surname, Initials. (ed) *Title*. Place of publication: Publisher's name, page reference.
Example:	Shah, R. (2020) 'Clinical reasoning and nursing diagnosis' in Strait, K.L. and Madison, M. (eds) *Emergency nursing*. 4th edn. Belfast: MBP, pp. 134-149.

The example given above includes a reference to the edition of the book. If a book has multiple editions, you should always try to use the most recent edition and must always give the edition number in the reference. The edition number should always be listed immediately after the title of the book.

e-books

If your source is an e-book, you must provide the same information and follow the same rules as you would for a hardcopy book, but you must also provide additional information about the book's location and when you accessed it.

There are slight differences depending on whether you accessed the book on a website or downloaded it to an e-reader device or app.

e-book on a website

Format:	Surname, Initials. (Year) *Title*. Place of publication: Publisher's name. Available at: web address [Accessed: date].
Example:	Sidorov, P. and Lewandowska, T. (2014) *Environmental systems and processes*. London: Concliffe. Available at: https://theonlinelibrary.com/lib/socialsci/doc189811 [Accessed: 27.4.21].

e-book on an e-reader

Format:	Surname, Initials. (Year) *Title*. Place of publication: Publisher's name. [Device]. Available at: web address [Downloaded: date].
Example:	Martens, O. (2021) *Introduction to astrophysics*. Oxford: College Press [Kindle edition]. Available at: https://amazon.co.uk/introduction-to-astrophysics-ebook/dp/5490490 [Downloaded: 14.3.21].

Magazine and newspaper articles

Hardcopy

Format:	Surname, Initials. (Year) 'Title of article'. *Name of newspaper or magazine*. Date. Page reference.
Example:	Scott, B. (2018) 'Why does investment favour wealthier areas?' *Education News Weekly*. 16.10.18, p.7.

Online

Format:	Surname, Initials. (Year) 'Title of article'. *Name of newspaper or magazine*. Date. Page reference. Available at: web address [Accessed: date].
Example:	Rayner, S. and Hughes, P.R. (2021) 'When design fails: expert knowledge vs user experience' *UX News*. 24.3.21, pp.10-12. Available at: https://uxnews.com/opinion/design/2350023 [Accessed: 15.4.21].

Encyclopaedias

Hardcopy

Hardcopy encyclopaedias often contain a number of volumes and may have several editions. You must include this information in your reference list.

Format:	Surname, Initials. (Year) 'Title of section' in Surname, Initials. (ed) *Name of encyclopaedia*. Edition. Volume. Page reference. Place of publication: Publisher's name.
Example:	Morrison, L. and Tappin, A.H. (2010) 'Measurement of radiation', in Blackburn, M., Burchill, H.F. and Saetang. S. (eds) *Encyclopaedia of basic physics*. 3rd edn., vol. 3, pp.1034-1042. Cambridge: EPH.

Online

Online encyclopaedias usually do not have volumes and editions. Instead, you must provide a link to the article and the date that you accessed it.

Format:	Surname, Initials. (Year) 'Title of section'. *Name of encyclopaedia*. Available at: web address [Accessed: date].
Example:	Jamieson. E.K.H. (2014) 'Stellar classification', in *Encyclopaedia Albiona*. Available at: https://albiona.com/science/stellar-classification [Accessed: 23.5.20].

Do not use Wikipedia as a source because the content is subject to less stringent review than traditional encyclopaedias with professional editors. However, the reference section in Wikipedia articles can be a useful way to find more reputable sources.

Websites and other online sources

Information you find on reputable websites may or may not include the name(s) of the author(s). Depending on what information you do have, you can reference using either the name of the organisation that runs the website or the name of the article.

Author known

Format:	Surname, Initials. (Year) *Title*. Organisation. Available at: web address [Accessed: date].
Example:	Walker, C. (2018) *The origins of romantic poetry in Britain*. The British Literary Society. Available at: https://bls.org.uk/romantic-poetry#origins [Accessed: 5.6.20].

Author unknown, but organisation known

Format:	Organisation (Year) *Title*. Available at: web address [Accessed: date].
Example:	Palaeontological Society (2014) *A study in evolution: holochroal and schizochroal eyes in trilobite fossils*. Available at: https://palaeontolgy.org/evolution/trilobite/eyes [Accessed: 15.4.19].

Neither author nor organisation known

Format:	*Title* (Year). Available at: web address [Accessed: date].
Example:	*The 50 most influential books of all time* (2017). Available at: https://libraryfans.co.uk/50-books [Accessed: 10.12.19].

YouTube

Author known

Format:	Surname, Initials. (Year posted) *Video title*. Available at: web address [Accessed: date].
Example:	Clarney, I. (2018) *Introduction to lens theory, part 2*. Available at: https://www.youtube.com/watch?v=ty93AHDNwaN [Accessed: 2.2.21].

Author not known

If you do not know the real name of the author or it is not clear if the person presenting the video is also the author, use the name of the channel in your reference.

Format:	Name of channel (Year posted) *Video title*. Available at: web address [Accessed: date].
Example:	GreenScience (2020) *Recent developments in reducing plastic pollution*. Available at: https://www.youtube.com/watch?v=iGhErTYuSC [Accessed: 30.9.20].

Images

If you use an image, photograph or any other type of figure from a book, article or website, you should reference it by following the rules for that type of source. Remember to include the title of the image and a page reference in your in-text citation to allow anyone who reads your assignment to find the image.

However, if you refer to or use an image directly – for example, by doing an image search online – you must reference it as follows:

Format:	Artist's or photographer's surname, Initial OR name of the organisation. (Year) *Title of the photograph or artwork.* [Medium]. Available at: web address [Accessed: date].
Example:	European Southern Observatory (2002) *The Horsehead Nebula* [photograph]. Available at: https://www.eso.org/public/images/eso0202a [Accessed: 27.4.21].

Creating a bibliography

A bibliography is a list of **all the relevant sources you read** during your research, not just the ones you cited in your assignment.

A bibliography follows the same rules as a reference list:

- It must be located at the end of the assignment.
- It must be in alphabetical order of the authors' surnames (or source title if you do not know the author's name).
- Each item must include all of the information required to locate and check the source, including the name(s) of the author(s), publication date and full title, plus source-specific information, such as the name of the publisher or the date you accessed an online source.

Check the requirements for your assignment carefully. You may be asked to include a reference list, a bibliography or both. Make sure that you include all of the information that is required.